

Travel Supported by For-Profit Organization

Authorized Absence

Traveler:

Destination:

Dates:

Funding:

Traveler <i>Pre-Trip</i> Checklist	Travel Coordinator <i>Pre-Trip</i> Checklist
<ol style="list-style-type: none"> 1. Make travel arrangements as instructed by the organization. 2. Submit information to Travel Coordinator. <ul style="list-style-type: none"> ❑ Documentation (including dates, location, and purpose) and itinerary ❑ Funding source ❑ Estimated travel expenses ❑ Work and personal details 3. Sign VA paperwork prepared by Travel Coordinator. 4. Enter AA in VISTA-Time & Attendance. 	<ol style="list-style-type: none"> 1. Prepare required VA paperwork. <ul style="list-style-type: none"> ❑ OP165 (for reimbursement purposes) ❑ Memo to Regional Counsel & 10-0101B ❑ SF-71 Leave Slip (Research Employees) 2. Submit original OP165, Memo & 10-0101B to Employee Travel.

Traveler <i>Post-Trip</i> Checklist	Travel Coordinator <i>Post-Trip</i> Checklist
<ol style="list-style-type: none"> 1. Pick up memo from Travel Coordinator regarding routing of reimbursement check. 2. Submit receipts and Travel Coordinator's memo to organization. Submit copy to Travel Coordinator. 3. Sign travel voucher from Employee Travel. 4. Receive reimbursement via electronic funds transfer from VA to bank account. 	<ol style="list-style-type: none"> 1. Receive reimbursement check from organization. Submit check and documentation to Employee Travel. 2. Receive travel voucher from Employee Travel. Obtain signatures from traveler and fiscal authority. Return to Employee Travel. 3. Receive Part V of 10-0101B from Employee Travel. Complete and return to Employee Travel.